

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee may occasionally need to work in wet or humid conditions, and be exposed to a minimal amount of daily outdoor weather conditions. The noise level in the work environment varies and may be that of a classroom setting or cafeteria.

REPORTS TO Principal

GENERAL RESPONSIBILITIES

1. Administers and implements the student attendance and discipline programs.
2. Assists the Principal in the supervision and evaluation of instructional and non-instructional staff.
3. Assists the Principal in supervision of all school programs.

SPECIFIC RESPONSIBILITIES

1. Manages school operations in the absence of the Principal and Assistant Principal.
2. Assists the Principal in providing leadership with teachers and team leaders concerning instructional programs.
3. Assists the Principal in maintaining a positive school climate and a culture of character within the school.
4. Monitors daily student attendance and administers CCPS attendance policies.
5. Administers appropriate discipline to all students as outlined by CCPS Code of Student Conduct.
6. Coordinates and supervises detention hall, in-school suspension, extended school programs and Saturday school.
7. Administers discipline to students with school bus referrals.
8. Monitors clerical assistants and the accurate compilation of daily attendance reports and records.
9. Coordinates and conducts appropriate parent/teacher conferences related to attendance and discipline.
10. Communicates daily with students, parents, and teachers regarding attendance and discipline matters.
11. Develops an operational understanding of and coordinates with outside support agencies

for children's services.

12. Facilitates, utilizes, and coordinates services of guidance, youth relations deputy (YRD), Exceptional Student Education, and dropout prevention programs in the identification and remediation of attendance and discipline problems.
13. Researches, develops and implements programs to improve student attendance and discipline.
14. Assists staff with behavior management plans for students with chronic discipline problems.
15. Assists the Principal with the interviewing and evaluating of staff.
16. Assists in the supervision of proper maintenance and custodial care of the school facility and grounds.
17. Assists the Principal with development of School Improvement Plans.
18. Assists the Principal with provision of staff development programs for staff.
19. Assists the Principal in the preparation of county, state, and federal reports related to curriculum and instruction.
20. Assists in securing and supervising substitute teachers as needed.
21. Performs other tasks, duties, and responsibilities as assigned by the Principal.